



UNIVERSITY OF  
NORTHERN  
COLORADO

## EVENT PERMIT APPLICATION INSTRUCTIONS

This application is utilized for outdoor events on campus or other property controlled by the University of Northern Colorado for assemblies, demonstrations, gatherings, parades and/or activities with amplified sound.

### Instructions:

1. Contact the UNC Conference & Event Services Office to reserve an appropriate space for your event. You need to have the date, location, time, set-up requirements, and an outline of the type of event to reserve the space.
2. If it is determined you need an event permit, please follow all instructions on this application.
3. The Coordinator for Conference and Event Services can provide guidance in completing this application.
4. This application must be signed on the last page by all three University officials. Make sure that you allow enough time to obtain the required approvals prior to your event.
5. The completed permit application must be submitted to the UNC Conference & Event Services Office for final approval no less than ten (10) working days prior to your event. The UNC Police Department will contact you when the permit has been approved and is available to pick up.

Once complete, use one of the following methods to submit your application:

**Mail:** UNC Conference & Event Services Office  
2101 10th Avenue  
Campus Box 35  
Greeley, CO 80639

**In person:** UNC Conference & Event Services Office  
University Center  
(Located on West Campus)

**Fax:** (970) 351-1098

If you have any questions filling out this form please contact UNC CES Office at (970) 351-2558

## EVENT PERMIT APPLICATION

This application must be completed in full and signed by the Coordinator for Conference & Event Services and the Director of Conference & Event Services before it is submitted to the University of Northern Colorado Police Department. This application must be submitted at least ten (10) working days prior to the scheduled event.

Please type or print in black ink.

Name of applicant: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Street City State Zip code*

Name of Organization: \_\_\_\_\_ UNC Affiliated: Yes No

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Street City State Zip code*

Authorized Head of the Organization: \_\_\_\_\_

Event Chairperson: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

(Please provide a detailed description) \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours: from \_\_\_\_\_ to \_\_\_\_\_

Location of Event (Ex: route of parade/run – attach additional paper or map if necessary): \_\_\_\_\_

Event will be conducted (check all that apply):      Indoors      Outdoors

Approximate Attendance (include min/max expected attendance): Approx: \_\_\_\_\_ Min: \_\_\_\_\_ Max: \_\_\_\_\_

Approximate Age of attendees:      < 17      17 or greater      UNC Affiliated Guests Only?      Yes      No

Number and type of vehicles, if any: \_\_\_\_\_

Assembly Area: \_\_\_\_\_ Time: \_\_\_\_\_

Dispersal Area: \_\_\_\_\_ Time: \_\_\_\_\_

If the event will occupy any streets, sidewalks, or other property of the City of Greeley, have you secured a city permit?    ☐ Yes    ☐ No    ☐ Not Applicable

Name of speaker(s), if any: \_\_\_\_\_

## EVENT PERMIT APPLICATION ADDITIONAL REQUESTS

Please indicate if any of the following are requested at the event (Check all that apply and provide any additional comments if available):

Pyrotechnics (Additional permits required)

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Propane/Fuel

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Pipes and Drapes

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Parking Passes/Lots

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Food Truck/Booth (Additional forms required)

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BBQ, Grills or other cooking devices (Additional forms required)

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Fireworks/Bonfire (Additional permits required)

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Band

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Hay, Straw, Corn Stalks

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Fencing/Ropes

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Police Officer Present at Event

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Alcohol (exclude UC/UNC Athletics)

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Tents/Canopies (Please provide dimensions - Square footage, Width, Length, Height and Quantity)

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Inflatable/Bounce House (Provide dimensions - Square footage, Width, Length, Height and Quantity)

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Stages/Platforms (Provide dimensions - Square footage, Width, Length and Height)

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Holiday Decorations/Materials

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Special Activity

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Other

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## SANITATION, SAFETY, AND SECURITY GUIDELINES

1. The Event Plan must adequately address Sanitation, Safety and Security prior to permit to approval.
2. The Event Applicant, Event Chairperson and the group sponsoring the event are liable and responsible for sanitation and restoration of the event location. This includes insuring that garbage collection and restroom facilities are addressed.
3. The Conference & Event Services office will help guide the applicant to determine whether security or other special safety considerations are required for the requested event. Some events may not need a formal security plan, but will always need a primary contact who will be present at the event.
4. Some events may require a **contracted** University of Northern Colorado police officer or officers for event safety and security. A police officer or officers may be required for events where alcoholic beverages will be served, gatherings in excess of 250 people, traffic control, or other specific safety concerns that are evaluated in cooperation with the Conference & Event Services Office.
5. Some events may require a University of Northern Colorado Event Manager for the event. An Event Manager may be required for events where attendance is in excess of 1000 people or at the discretion of the UNC Conference and Event Services Office.
6. Only University of Northern Colorado police officers will be employed for an event requiring police unless this requirement is specifically waived by the Chief of Police. Occasionally the UNC police force may supplement their security mission with other police officers in neighboring jurisdictions.
7. Under no circumstances will private, armed security be allowed to work a campus event.
8. Unarmed private security may be utilized under very limited circumstances, but will not serve as a substitute when a UNC police officer or officers are required to be at an event.
9. Volunteers may be utilized to fulfill very basic security needs. This includes monitoring entrances, taking tickets, barricade control, etc. Volunteers should be readily identifiable as having association with a security function for the event. Volunteers should be easily recognizable to both attendees and responding emergency personnel.
10. Under certain circumstances, EMT's, paramedics or fire emergency personnel may be required at an event.
11. The University of Northern Colorado Chief of Police or designee is the final authority on all guidelines related to safety and security for campus events.
12. The UNC Police Department can be reached 24-hours a day by phone at (970) 351-2245, or by dialing 1-2445 or 911 from any campus phone.

## SANITATION, SAFETY, AND SECURITY EVENT PLAN

Describe in detail the plans for sanitation, safety, and security at your event. If necessary or required, provide a diagram labeling the location(s) of sanitation and toilets, first aid, security, event management, etc.

### SANITATION:

Has sanitation/garbage collection and/or pick-up been addressed for this event? ☐ Yes ☐ No

Who in your group is providing sanitation/garbage collection and/or pickup?

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What types of sanitation/garbage facilities and collection will be provided?

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Will toilets be provided? ☐ Yes ☐ No If yes, how many? 

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Where will the toilets be located? 

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Describe your clean-up and restoration plans:

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### SAFETY AND SECURITY:

Describe your safety and security plan (What is your plan in case of an emergency?):

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Will the UNCPD be contracted for security? ☐ Yes ☐ No

**Note: this may be required – contact Scheduling**

Will other unarmed, paid security be utilized? (Subject to approval) ☐ Yes ☐ No How many? 

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If yes, provide the unarmed, paid security supervisor's contact information (name and phone number):

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Will other voluntary security be utilized? ☐ Yes ☐ No How many? 

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How will they be identified? 

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Will there be a first aid station/emergency medical provider at your event? ☐ Yes ☐ No

Where will the first aid/medical station be located, and who is providing first care?

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## SOUND AMPLIFICATION

Will you be utilizing amplified sound during your event? ☐ Yes ☐ No

Type of amplification: \_\_\_\_\_

### Greeley Municipal Code Section 9.32.060

Unlawful acts; hours; sound level; proximity to public sessions; penalties; repeat offenses.

A person commits a violation of this Section if he or she uses or operates sound-amplifying equipment:  
Out of doors, except between 7:00 a.m. and 10:00 p.m.;

1. Indoors, if the projection of the sound is clearly discernible to persons out of doors and at or beyond the property line from which the sound is being emitted at levels in excess of those established in Section 9.24.020;
2. At a sound level higher than necessary to accomplish the purposes for which a permit from the Chief of Police was granted;
3. Within five hundred feet (500) of any place where a public council, board or court is in session; or
4. That produces any excessive or unusually loud noise or any noise including but not limited to noise that is shrill, impulsive, continuous, rhythmic, periodic or that creates vibrations or is emitted at levels which unreasonably annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of others. (Ord. 7, 2006 §1; Prior code §15-133(b))

I hereby certify that I have read the above ordinance; further, I will produce a copy of this document to any official of the City of Greeley or any official of the University of Northern Colorado upon demand. I further have read and am familiar with the rules and regulations of the University of Northern Colorado and agree to abide by the above ordinance, rules and regulations. I also understand that the University Police Department may impose, in writing, any other reasonable stipulations as deemed necessary.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

_____	_____	Approved	Not Approved
<i>Coordinator for Conference &amp; Event Services</i>	<i>Date</i>		

_____	_____	Approved	Not Approved
<i>Director, UNC Conference &amp; Event Services</i>	<i>Date</i>		

_____	_____	Approved	Not Approved
<i>Chief of Police, UNC Police Department</i>	<i>Date</i>		

\_\_\_\_\_  
*Office use only*

Time/Date Called: \_\_\_\_\_ Initials: \_\_\_\_\_

### ***Environmental Health and Safety USE ONLY***

Items Needed for Event:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Greeley Fire Department Permit | <input type="checkbox"/> Pre-Event Meeting           | <input type="checkbox"/> Occupancy Load Concern     |
| <input type="checkbox"/> Pre-Event Walk-through         | <input type="checkbox"/> Fire Extinguishers          | <input type="checkbox"/> Exit Signs                 |
| <input type="checkbox"/> Fire Lane Concern              | <input type="checkbox"/> Hazardous Materials / Waste | <input type="checkbox"/> Request Paramedic Services |
| <input type="checkbox"/> Environmental Concerns         | <input type="checkbox"/> Other _____                 |   |

Comments: \_\_\_\_\_

EHS Review (Print Name)

Date

### ***Police Department USE ONLY***

Items Needed for Event:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Event Permit Application       | <input type="checkbox"/> Police Officer Present at Event | <input type="checkbox"/> Pre-Event Meeting      |
| <input type="checkbox"/> Alcoholic Beverage Permit App. | <input type="checkbox"/> Parking Review                  | <input type="checkbox"/> Pre-Event Walk-through |
| <input type="checkbox"/> Request Paramedic Services     | <input type="checkbox"/> Other _____                     |   |

Comments: \_\_\_\_\_

Police Department Review (Print Name)

Date

### ***Risk Management USE ONLY***

Items Needed for Event:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Additional Insurance Required | <input type="checkbox"/> Waiver Form Required  | <input type="checkbox"/> Parking Review |
| <input type="checkbox"/> NO Additional Items Required  | <input type="checkbox"/> Liability Coverage Cost Required \$_____ or Purchase Policy |   |
| <input type="checkbox"/> Other _____                   |  |   |

Comments: \_\_\_\_\_

Risk Management Review (Print Name)

Date

**Return Completed form within ten (10) days of Receipt to UNC Conference & Event Services**